



Memorial Donation & Gift Program Policy

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 503-557-4700

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail system.

Background

Memorials and gifts have augmented West Linn Parks and Recreation Department properties and facilities. Historically, the department has accepted these donations without a formal written policy. Although the City Council has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property these policies do not apply to memorial donations within the City's Parks and Recreation system.

Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual esthetics of the surrounding natural environment or place an undue burden on the City.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the West Linn Parks and Recreation Department may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Parks and Recreation Department. Memorials cannot have a commercial appearance or corporate label.

Approval Criteria

All proposals will be evaluated by Parks and Recreation staff according to the following:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing Parks, Recreation and Open Space Master Plan, Parks Management Plan, Parks Operations Manual, Individual Park plans, and/or Capital Improvement Program (CIP) requirements of the Department
- The final decision as to location will be determined by the Parks and Recreation Department.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department.
- Memorial donations, which are large in scale, may be considered on a case-by-case basis, as they relate to park planning processes and the CIP process.

- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department Director.

Procedures

The donor talks/meets with Department staff to share ideas then submits a completed Memorial Donation Agreement Form to the Parks and Recreation Department.

Department staff will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.

Memorial Donations that are part of the commemorative bench, table and living tree menu only require approval for exact location (species for trees) of the desired memorial donation.

With a positive review decision, Department staff will finalize the Memorial Donation Agreement Form between the City and donor and submit it to the Parks and Recreation Department Director for final approval.

The City does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The City takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

The Director's approval must be received before ordering and installation of the memorial may proceed. The City shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes City property. The City does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.

Review and Update

This policy may be reviewed annually in August by Department staff and updated as indicated.

Issued & Approved: Parks & Rec Advisory Board 5/27/10
Edited



PARKS AND RECREATION DEPARTMENT
MEMORIAL DONATION & GIFT AGREEMENT FORM

Donor Name: _____

Donor Organization (if applicable) _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Park for Donation: _____

Proposed Location: _____

Bench, Table or Tree type (description): _____

Tree Desired Species _____

Other item description: _____

Plaque: _____ YES _____ NO (benches and tables include plaque)

Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation.

Memorial gifts to the City of West Linn are considered outright and unrestricted donations. The City of West Linn does not guarantee permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.

___ I have read and understand the donation policy

Signature Donor

Date

Mail or Email completed form to:

Tarra Wiencken, West Linn Parks & Recreation, 22500 Salamo Road #1100 West Linn OR 97068

Phone 503-557-4700

twiencken@westlinnoregon.gov

FOR OFFICE USE ONLY

Accepted By _____ Date _____

Parks & Recreation Director _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Exact Location verified _____

Inscription Proof reviewed by donor _____